

ENROLMENTS OFFICER

JOB DESCRIPTION

VISION AND MISSION

VISION: To be a lighthouse in Christian education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

MISSION: To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

SCOPE

The Enrolments Officer is the key support role to the Principal in the delivery of service and support to families with student enrolment enquiries; and to promote the strategic plan of the College through professional and timely delivery of the tasks associated with the position.

WORKING CONDITIONS

Full Time Employment 1.0 FTE

HOURS

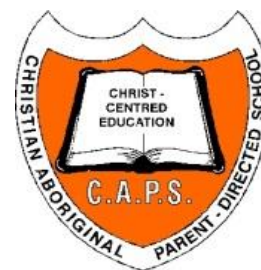
8:30am – 4:30pm

REPORTING STRUCTURE

This position will report directly to the Business Manager.

SKILLS – ESSENTIAL

- Courteous and professional.
- Excellent communication skills.
- Strong organisational skills.
- Exceptional multitasker, able to multi-task and time manage efficiently and effectively.
- Has good attention to detail.
- Strong customer service and focus.
- Fast and accurate touch typing.
- Strong computer skills including Microsoft Office 365 and willingness to learn other software platforms as required.
- Familiarity with the use of social media, within the school's relevant policies.
- Willingness to work as part of a team led by the Business Manager, cooperating and working alongside other administration staff to support the vision and mission of the organisation efficiently and effectively.
- **Christian Values** - The position requires you to be committed to the Christian Vision and Mission of CAPS by-
 - Celebrating and enjoying being a Christian and being part of a Christian community
 - Modelling Christian behaviour, practices and beliefs
 - Building cooperative and supportive relationships with staff, students and parents
 - Striving for excellence in performance and participation
 - Acting in the best interests of the School and its ethos



SKILLS – DESIRABLE

- Previous experience in a school environment in a similar role.
- Experience in willingness to learn school data management system.
- Current First Aid training or willing to obtain
- Willingness to obtain National Police Clearance and Working with Children Check as required.

DUTIES AND RESPONSIBILITIES

Your specific duties include but are not limited to:

Support and assist the Principal with the processing and management of enrolments, including the following duties:

Enrolments

- Provide a professional and friendly service to prospective families making student enrolments enquiries.
- Preparation of correspondence arising from enrolment enquiries, including emails, telephone enquiries and other correspondence.
- Manage waiting lists from Kindergarten to Year 12 for current and all future years.
- Provide monthly Board reporting on movements and reasons for enrolment fluctuations.
- Preparation of departmental waiting list mail-outs via email to verify those wanting to remain on the waiting list and associated correspondence as required.
- Receive completed Membership/enrolment applications and create new enrolment data entry records.
- Generate correspondence to acknowledge applications, outlining any relevant information relating to further required documentation.
- As directed by the Principal process Membership/enrolment applications in preparation for the College Principal's interview.
- Generate correspondence advice on Enrolment Confirmation placements as directed by the Principal.
- Generate Enrolment Confirmation Letter as directed by the Principal.
- Provide follow-up to parents in a timely manner on outstanding issues and tasks relating to enrolments, Principal's interviews and waiting lists.
- Disseminate electronic advice to staff on enrolment movements as needed.
- End of year correspondence for all new families coming into the College the following year including booklists; subject elective information; calendar term dates; practical help information; café menu; traffic management and parking.
- Prepare correspondence for parents as instructed.
- Contact prospective enrolment families to confirm student admission take up for the next year is included in enrolment figures.
- Follow up prospective parents with phone calls and emails to convert leads into confirmed enrolments.
- Maintain up to date and accurate information on all stakeholders in school data management system.

Student Withdrawals

- Responsibility for receiving and processing student withdrawal notifications.
- Ensure all recordkeeping and statutory requirements are fulfilled.

Occupational Health and Safety



CHRISTIAN ABORIGINAL PARENT DIRECTED SCHOOL - COOLGARDIE

- Comply with School policies and procedures and take responsibility for self and others by complying with Occupational Health and Safety and Equal Opportunity requirements of the School.

Other Duties

- Work closely and in collaboration with Student Services and Abstudy Officer
- Filing of all correspondence and documents relating to departmental matters.
- Liaise with the Principal's Executive Assistant and Principal regarding Enrolment interviews.
- Provide telephone support for the Principal, in relation to new enrolment enquiries and follow up as required.
- Archiving of documents, and retrieval as necessary.
- Other duties as required.

NOTE: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the school in consultation with this role.

If relevant, this position will offer subsidised accommodation and a relocation allowance as part of the package at commencement.

Position Held By:	
Signed:	
Date:	